



Career Profile

Highly-Professional and organized HR & health care administration executive with strong experience in managing and overseeing daily administrative functions and ensuring compliance. Adept at addressing sensitive issues and maintaining the strictest of confidentiality. Possesses strong leadership and team working skill along with the effective communication abilities, computer proficiency, and knowledge of medical terminology.

Academic

- 2014 - 2015 Post Graduate Diploma in Human Resource Management
PGDHRM - First Class (66 %)
Annamalai University, (Tamilnadu-India)
- 2011 - 2013 Masters of hospital administration
PG-MHA - First Class (66 %)
University of Amrita Vishwa Vidyapeetha (Kerala -India)
- 2008 - 2011 Bachelor of Business Administration
UG-B.B.A - First Class (65 %)
University of Calicut, (Kerala-India)
- 2006- 2008 +2 -VHSE
Office Secretary Ship - First Class (70 %)
Board of Vocational Higher Secondary (Kerala -India)
- 2006 SSLC
10th - First Class (70 %)
Board - Government of Kerala-India

Experience

- Designation Secretary (General Administration/HR)
Organization Ghodran Hospital- Baljurashi 65655, Albaha -KSA.
Duration 01/08/2016 to 02/11/2017
- Designation Executive/ Training coordinator(HR./Administration)
Organization Metro International Cardiac Centre, hospital Calicut, Kerala-India
Duration 01/11/2013 to 09/05/2016

Area of interest

General Administration /HRM

About me

Date of Birth : 04-07-1990
Gender : Female
Nationality : Indian
Religion : Hindu
Marital Status : Married
Husband Name : Jithin.K
Father Name : Saravanan.ES
Mother Name : Pushpalatha.ES

License

- BLS from Saudi Heart Association
(ID 07100210604186)
- Saudi Commission-
health specialties license
Specialty: Health Administration
Category: Specialist
No: 17-A-A-0004075

Skill

- Computer : MS Word
- Communication Skill :
English, Malayalam, Tamil
- Great at Problem Solving
- Ability to Quickly Create and
Apply Ideas and Solutions
- Good Leadership Skills
- Good administrative skill
- Critical Thinker

Interest



Job Description

- *Arranging Meetings*
- *Assisting the internal auditing*
- *Assisting the administration activities*
- *Monitor budgets and prepare reports*
- *Keep detail records of medical and office supplies stock*
- *Keep records of expenses and suggest ways to minimize costs*
- *Monitor the department's budget and prepare accurate reports*
- *Assisting and coordinating the hospital Accreditation activities*
- *Respond to questions from doctors, nurse and patient in a timely manner*
- *Ensure all departments comply with the current healthcare laws and regulation*
- *Payroll Management*
- *Handling employee grievances*
- *Staff salary revision and increment*
- *Maintain personal file and data base*
- *Coordinating performance appraisal*
- *Develop work schedules for all employees*
- *Assisting manager for recruitment processes*
- *Statutory compliance- ESI and PF formalities*
- *To complete the joining and exiting formalities*
- *Arranging Training Programmers*
- *Inform employees regarding new policies and changes in duties*
- *Issuing appointment letters, increment letters and circulars*
- *Preparation of forms, certificates ,reports, notice and documents*

Training

- *BLS training from MICC hospital Calicut, Kerala –India*
- *NABH -internal auditing training from MICC hospital Calicut, Kerala –India*
- *ISO -Internal auditing training from MICC hospital Calicut. Kerala –India*
- *6 month training and project work from Amrita hospital-Kochi, Kerala –India*
Project Topic - “A study on manpower utilization in the imaging services”
- *2month training and project work from DHFL Housing loan firm in Calicut, Kerala –India*
Project Topic- “Duties and responsibilities of sales executive”
- *10 Days training and project work -“Office secretary ship” at KTC PVS ford- Calicut , Kerala –India*

Passport details



- *Passport No :N4109888*
- *File No :K020788849666915*
- *Place of issue :Kozhikode(Kerala-India)*
- *Date of issue :16/10/2015*
- *Date of expiry :15/10/2025*

Reference



- *Mr. Dr .Gerijin Menon- General Manager (MICC hospital Calicut-9539065522)*
- *Ms. SujathaPremkumar- Nursing Superintend (MICC hospital Calicut-9645537444)*
- *Ms. Smitha Naik- Assist HR Manger (Metro international cardiac centre hospital Calicut-9048122233)*

Declaration

I, hereby declare that all the details furnished above are true to the best of my knowledge. I assure that, given a chance, I will perform to the best of my abilities.

Date:

RESHMA .E.S